



# Office of Human Resources

## HOURLY EMPLOYEE TIMESHEET

**Pay Date:** \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Status: \_\_\_\_\_

Timekeeper: \_\_\_\_\_

Day	Date	AM In	Lunch		PM Out	Hours Worked	Sick Leave	Annual Leave	Other Leave
			Out	In					
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
<b>Total for the Week</b>									

Day	Date	AM In	Lunch		PM Out	Hours Worked	Sick Leave	Annual Leave	Other Leave
			Out	In					
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
<b>Total for the Week</b>									
<b>Total for the Period</b>									

Employee Signature: \_\_\_\_\_

Timekeeper Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Submission Deadline:** *Timesheets are due based on the 'Hourly Employees Time Sheet Calendar.'*  
 Please Refer to the [Office of Human Resources Website](http://www.gc.cuny.edu/About-the-GC/Resource-Services/Human-Resources).

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